

PRIME

Office Cleaning Checklist Template

Daily Office Cleaning Checklist

Task	Done
■ Wipe, clean, and sanitize every surface.	
■ Clean phones, monitors, keyboards.	
■ Remove garbage.	
■ Clean and mop floors.	
■ Clean floor mats.	
■ Clean kitchen appliances and remove unwanted food.	
■ Switch off coffee makers and remove filters.	
■ Clean water cooler and restock cups.	
■ Disinfect common areas.	
■ Clean reception area.	
■ Clean glass doors and dividers.	
■ Replace toilet rolls and clean bathrooms.	

Estimated Time: 1–2 hrs Small | 2–4 hrs Medium | 3–5 hrs Large

Weekly Office Cleaning Checklist

Task	Done
■ Sanitize telephones and reception desk.	
■ Vacuum carpets, upholstery and mats.	
■ Mop hard floors.	
■ Clean windows and glass.	
■ Clean keyboards and devices.	
■ Wipe desk corners.	
■ Dust cubicles.	
■ Disinfect refrigerator shelves.	
■ Vacuum kitchen furniture.	
■ Clean behind microwave.	
■ Scrub restroom floors.	
■ Inspect hand dryers and faucets.	
■ Wash corridor walls.	
■ Clean entry signs and gates.	

Estimated Time: 2–3.5 hrs Small | 4–7 hrs Medium | 8+ hrs Large

Monthly Office Cleaning Checklist

Task	Done
■ Clean light fixtures.	
■ Remove marks from walls and doors.	
■ Dust cabinets and shelves.	
■ Deep clean carpets.	
■ Clean refrigerators and microwaves.	
■ Organize storage.	
■ Restock office supplies.	
■ Clean high windows.	
■ Vacuum mats.	
■ Discard expired food.	
■ Check appliances.	
■ Deep clean kitchen.	
■ Scrub toilet seats.	
■ Sanitize grout and tiles.	

Estimated Time: 3–5 hrs Small | 6–8 hrs Medium | 10+ hrs Large